



# DEPARTMENTAL PROMOTIONAL EXAMINATION

For

## DATA PROCESSING MANAGER III

This departmental promotional examination is being conducted using an alternative examination and selection process for filling specified positions. In addition to candidates competing promotionally, interested incumbents at the Data Processing Manager III level and those eligible for lateral transfers are encouraged to apply.

**DIVISION** : Information Systems

**POSITION** : Identity Management/Network Access Manager,  
Infrastructure Branch

**LOCATION** : Sacramento

**SALARY** : \$7118 - \$8239

**FINAL FILING DATE** : February 8, 2010

(All applications must be **received** no later than the final filing date.)

**You may fax a copy of your application to Shannon Walling at (916) 657-5648 to ensure receipt by the Division prior to 5:00 p.m. on the final filing date. If a faxed copy of the application was sent to the Division, you must mail the original application and Statement of Qualifications postmarked no later than the Final Filing Date to: Department of Motor Vehicles: Information Systems Division, Attention: Shannon Walling, 2415 First Avenue, MS B-180, Sacramento, CA 95818.**

### **DUTIES/RESPONSIBILITIES**

Under the direction of the Deputy Director of the Information Systems Division (ISD), the incumbent is responsible for the overall development and management of mission critical Information Technology (IT) Systems supporting Identity Management and Network Access.

## **MAJOR DUTIES OF THIS POSITION INCLUDE**

- Through subordinate managers and supervisors, provide guidance and direction in the planning, coordinating, control, and management of activities in the Identity Management and Network Access Section. This section is responsible for all aspects of planning, development, implementing, and monitoring systems that support the department's identity management and network access for both internal and external customers. These functions include, but are not limited to, Identity Management Architecture, Identity Management design for internal/external customers, Identity Management development, Identity Management capacity planning, Network Access Administration, and Disaster and Operational Recovery.
- Communicate and coordinate with the ISD Deputy Director, Assistant Deputy Directors, Chief Information Security Officer, and other departmental executives and managers with regards to Identity and Access management systems. On occasion, may be required to communicate with control agencies.
- Perform all administrative duties required for operation of this section including recruitment and hiring, evaluation of subordinates work performance, and establishing workload priorities.
- Establish section policies to enforce ISD policies and procedures to ensure the effectiveness of the department's technology infrastructure.
- Implement the technical means to preserve the integrity and security of the department's information assets and manage the risks associated with those assets.
- Advise the data owners and the Information Security Officer of control vulnerabilities and recommendations for alternatives that enhance data security and integrity for existing and developing systems.

## **POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA**

In addition to the minimum qualifications listed, the following position specific qualifications will be evaluated. Only the most qualified candidates will be interviewed based on screening criteria.

- Ability to provide guidance and direction in the planning, control, and management of activities for the Identity Management and Network Access Section, including all aspects of planning, developing, implementing, and monitoring systems that support the department's identity management and network access for both internal and external customers.
- Working knowledge and experience of Identity Management Architecture, Identity Management design for external/internal customers, Network Access Administration and Operational Recovery.
- Knowledge and experience with Identity Management development and capacity planning.
- Ability to establish and maintain section policies to enforce division policies and procedures to ensure the effectiveness and efficiencies of the department's technology infrastructure.
- Ability to establish and maintain effective communication and working relationships within the department and with other governmental organizations and entities.
- Ability to comply with established security policies and procedures.
- Ability to advise data owners and the Information Security Officer of control vulnerabilities and make recommendations for alternatives that enhance data security and integrity for existing and developing systems.
- Knowledge and experience in leadership skills.
- Knowledge and experience in decision making abilities.

## **MINIMUM QUALIFICATIONS**

### **Either I**

Two years of experience in the California state service performing electronic data processing duties in a class with a level of responsibility equivalent to Data Processing Manager I, at least one year of which shall have been in a management assignment.

### **Or II**

Three years of experience directing all phases of the operation of a large electronic data processing installation. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility equivalent to Data Processing Manager II.)

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

## **KNOWLEDGE AND ABILITIES**

Knowledge of: Principles, practices, and trends of public administration, including management, organization, planning, cost/benefit analysis, budgeting, and project management and evaluation; employee supervision, training, development and personnel management; current computer industry technology and practices; principles of data processing systems design, programming, operations, and controls; State level policies and procedures relating to EDP; the department's goals and policies; principles of the governmental functions and organizations at the State level, including the legislative process; a manager's role in ensuring Equal Employment Opportunities.

Ability to: Develop and evaluate alternatives, make decisions and take appropriate action; establish and maintain priorities; effectively develop and use resources; identify the need for and assure the establishment of appropriate administrative procedures; plan, coordinate and direct the activities of a data processing staff; make effective use of interdisciplinary teams; reason logically and creatively and use a variety of analytical techniques to resolve managerial problems; present ideas and information effectively, both orally and in writing; consult with and advise administrators and other interested parties on a variety of subject-matter areas, translating technical data processing terms into everyday language; gain and maintain the confidence and cooperation of others; and effectively provide Equal Employment Opportunities.

## **SPECIAL PERSONAL REQUIREMENTS**

Demonstrated ability to act independently with flexibility and tact.

## **EXAMINATION INFORMATION**

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Statement of Qualifications and/or interview may be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate. Candidates will be notified in writing of their examination results.

### **FILING INSTRUCTIONS: Applicants failing to meet the filing instructions for this examination will be eliminated.**

All interested applicants must submit:

- An original, signed State application (STD. 678) which includes civil service titles and dates of experience.
- A Statement of Qualifications. This **Statement of Qualifications** is a discussion/summary of the candidate's experience that would qualify him/her for this position. **The statement cannot be more than two pages in length.**

Resumes are optional and do not take the place of the Statement of Qualifications.

### **WHO MAY APPLY:**

Applicants must have a permanent civil service appointment with the California Department of Motor Vehicles by the above listed final filing date in order to take this examination or qualify as a Veteran under Government Code § 18991. Under certain circumstances, former Department of Motor Vehicles' employees may be allowed to compete under the provisions of Rule 235.

**Rule 235:** An employee who has moved from one agency to another without a break in service may participate in the promotional examination for the agency from which that employee moved while employed under probationary status, limited-term appointment, or temporary authorization (TAU). If a promotional examination is being held for an agency to establish an employment list for an administrative, professional or technical class, an employee of another agency who is otherwise eligible may participate, if that employee had promotional eligibility in the designated agency at any time within three years of the date of the examination and has had no subsequent break in state service by resignation, non disability retirement or removal for cause.

Effective January 1, 2009, Government Code Section 18991 is enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Special Examination & Appointment (SEA) Program examinations, for which he/she meets the minimum qualifications. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).**

The State application and Statement of Qualifications are to be submitted to:

**Department of Motor Vehicles  
Information Systems Division  
Attention: Shannon Walling  
2415 First Avenue, MS B-180  
Sacramento, CA 95818**

**APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

**SELF CERTIFICATION STATEMENT:** The signature on your application indicates that you have read, understood, and possess the minimum qualifications required for acceptance into this examination.

Any eligibility received through a previous promotional examination process will not be utilized. In order to be considered for this position, you must submit a State application and Statement of Qualifications which must be received by the final filing date. Questions regarding the position should be directed to Shannon Walling at (916) 657-8762. Questions concerning the examination process should be directed to Alice Schneider, Selection Analyst at (916) 657-6899. California Relay Telephone Service for the deaf or hearing impaired from TDD phone:1-800-735-2929; from voice phones 1-800-735-2922.

**ELIGIBLE LIST INFORMATION**

A certification list will not be established as a result of this examination; therefore, candidates will not have the ability to transfer list eligibility to other departments. This examination is only for the specific position identified within this bulletin. Applications received will not be maintained for future positions.

**CRIMINAL RECORD CLEARANCE INFORMATION**

Some positions, within various divisions of the Department of Motor Vehicles, may be subject to fingerprinting and criminal records check requirements. The Department of Justice and Federal Bureau of Investigations will complete this check. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.